



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: FIRE DISPATCH SUPERVISOR (PROMOTION)

SALARY: \$42,548 – \$51,918

GRADE: 338

CLOSING DATE: January 3, 2003 is the last day to file an application.

POSITION: A Fire Dispatch Supervisor supervises the receiving of emergency, fire and medical calls from the public and the dispatching of fire fighting or ambulance units. Employees work rotating shifts including evenings, weekends and holidays.

MINIMUM QUALIFICATIONS: On or before February 1, 2003, eligible City employees must:

Have three years of experience as a Fire Dispatcher.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed the probationary period on or before the last day for filing applications are eligible to compete in this examination. The examination will consist of an multiple choice test and a seniority rating. The multiple choice test will receive a weight of 90% and the seniority rating will receive a weight of 10%. Candidates must pass the multiple choice exam to receive a seniority rating. Candidates are required to make a converted score of not less than 70 on a scale of 100. The experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will be graded, with appointment made from all candidates within the top five scores.

SCOPE OF THE MULTIPLE CHOICE TEST: The multiple choice examination is designed to evaluate each candidate's knowledge, skills and abilities in areas such as:

- Fire Department computer assisted dispatch and radio equipment;
- Effective practices and procedures for receiving emergency calls and dispatching emergency vehicles and personnel;
- Supervision.

DATE OF MULTIPLE CHOICE EXAMINATION: The multiple choice examination is scheduled for Saturday, February 1, 2003.

41204 (012595) 338 G (2) MS
KMT/mk POSTED: 12/16/02

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

REFERENCE MATERIALS:

1. BCFD Hazardous Materials Action Plan, 1986
2. BCFD Manual of Procedure
3. Effective Supervisory Practices, 1995, 3rd edition
4. City of Baltimore Centracom Gold Elite Dispatch Training Manual, April 1998
5. Stratus CAD System Fire Services Information Manual
6. Principles of Emergency Medical Dispatch (textbook), 2002, 3rd edition

CANDIDATES INDICATING THE MINIMUM QUALIFICATIONS ON THEIR APPLICATIONS WILL BE NOTIFIED WHEN AND WHERE TO APPEAR FOR THE EXAMINATION. YOU WILL NOT BE ALLOWED TO SIT FOR THE EXAMINATION UNLESS YOU PRESENT YOUR MARYLAND DRIVER'S LICENSE OR MOTOR VEHICLE ADMINISTRATION ID OR EMPLOYEE PHOTO ID CARD TO THE TEST MONITOR PRIOR TO THE TEST ADMINISTRATION.



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